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SOP H-20-3, 16 Jan 1970, cont'd.

B. The Executive Officer/Director of Support shall maintain a Staff Duty Officer Procedures/Log Book (this book is to be kept in the Signal Center when not in use by the Staff Duty Officer). Included therein will be:

1. SOP H-20-3, Weekend and Holiday Staff Duty Officer.
2. SOP H-20-4, Personnel Recall to Duty.
3. SOP H-20-5, Instructions for Cable Preparation.
4. Copy of memorandum from Detachment Commander to Chief, Communications, Subject: Cable Releasing/Receiving Authorization.
5. Home telephone listing of all Detachment personnel.
6. Listing of Primary/Alternate non-workday recall personnel.
7. Duty Officer's Log Sheet.
8. List of personnel and hostel room assignments.

NOTE: A COMPLETE SET OF DETACHMENT SOP'S WILL BE MAINTAINED ON FILE IN THE SIGNAL CENTER.

C. The Staff Duty Officer's Directorate is responsible for providing a vehicle for use by the Staff Duty Officer during his tour of duty.

D. Specific Functions of Staff Duty Officer:

1. The Staff Duty Officer shall be readily available to the Signal Center and the Hangar Security Guard and he shall keep these individuals informed of his location on the Base. The Staff Duty Officer must remain on the Base during the tour of duty. Exception to this is as follows:

(a) U. S. Holiday Falling on Tuesday, Wednesday, or Thursday:

The SDO will be on base commencing 1600 the day preceding the holiday. After reviewing traffic the morning of the holiday, if we are in receipt of a mission alert, then the SDO must remain on Base. Or if message traffic requires prompt attention, then the SDO must remain on Base until all required action is accomplished. If we are not in receipt of a mission alert, or if message traffic does not require prompt attention, then the SDO may leave Base and return to his place of residence. 1/ The SDO must give the Hangar Security Guard instructions for the Recall Man [REDACTED]

(b) U. S. Holiday Falling on a Friday:

The SDO will be on Base commencing 1600 the day preceding the holiday. After reviewing traffic the morning of the holiday, if we are in receipt of a mission alert, then the SDO must remain on Base

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until relieved by the next scheduled SDO. Or if message traffic requires prompt attention, then the SDO must remain on Base until all required action is accomplished or until relieved by the next scheduled SDO. If we are not in receipt of a mission alert, or if message traffic does not require prompt attention, then the SDO may leave Base and return to his place of residence.1/ The SDO must give the Hangar Security Guard instructions for the Recall Man [REDACTED] and the next scheduled SDO.

Unless contacted by the on-duty SDO, it shall be the responsibility of the SDO scheduled to come on duty at 1600 on the holiday to call the Base to determine if he is required to come on duty at 1600. If the Base cannot be reached by phone, then it is his responsibility to proceed to the Base and report in for his regular tour. If we are not in receipt of a mission alert and message traffic does not require prompt attention and the SDO scheduled for duty at 1600 on the holiday has so determined this, then he need not report to the Base until the next morning (before 0730) to review traffic.1/ He will then remain on Base until relieved by the next SDO at 1600.

(c) U. S. Holiday Falling on a Monday:

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The SDO scheduled from 1600 Friday thru 1600 Saturday and 1600 Saturday thru 1600 Sunday must be on Base for the entire length of his tour. The SDO scheduled for duty 1600 Sunday will report to Base as scheduled and on Monday morning review traffic (before 0730). If we are in receipt of a mission alert, then the SDO must remain on Base. Or if message traffic requires prompt attention, then the SDO must remain on Base until all required action is accomplished. If we are not in receipt of a mission alert, or if message traffic does not require prompt attention, then the SDO may leave Base and return to his place of residence.1/ The SDO must give the Hangar Security Guard instructions for the Recall Man [REDACTED]

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1/ If the SDO leaves his place of residence then he must notify the Hangar Security Guard of his whereabouts. [REDACTED] or family members are not to be utilized for relaying messages, nor are they to be relied upon to notify the SDO that he has to contact the office. The SDO will be only at locations where a phone is available, and he is to provide this number to the Hangar Security Guard.

2. He shall be prepared to react to any and all situations affecting the Detachment by taking action or rendering decisions not affecting policy or operations (flying activity). In the event a policy decision (other than operational/flying matters) is required the Detachment Commander or the Director of Materiel (in turn) will be contacted if at all possible prior to action being taken. In the event an operational (flying activity) decision is required the Detachment Commander, the Director of Operations, or the Director of Materiel will be contacted if at all possible prior to action being taken. In either of the foregoing situations, if neither of

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the listed persons (whichever is appropriate) can be contacted the Staff Duty Officer will render a decision to the best of his ability and will take appropriate action. As soon thereafter as possible the Staff Duty Officer will notify either the Detachment Commander, the Director of Materiel, or the Director of Operations of the action taken.

3. He shall be prepared to implement the Detachment personnel recall procedure in event of mission alert or other appropriate reason.

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4. It is the responsibility of the Staff Duty Officer to check incoming message traffic by 0730 on a non-workday. If a [REDACTED] Mission Alert, is received the SDO will implement the recall as directed in Detachment SOP H-20-4, Personnel Recall to Duty. Additionally, by not later than 0800 hours, the SDO will notify the Detachment Commander, Director of Materiel, Director of Operations, Executive Officer/Director of Support and Chief, Security. The above personnel will also be advised by the SDO no later than 0800 hours receipt of a Double or Triple Negative Alert advisory. The changing monthly Recall Notice Numerical Code will be used in relaying this information to the above personnel and to the [REDACTED] Recall individual on duty at the MAAG club. ONLY THE NUMERICAL CODE WILL BE USED AND AMPLIFICATION OF ITS INTERPRETATION WILL NOT BE DISCUSSED ON THE TELEPHONE. ONLY THE DIAL TELEPHONES WILL BE USED FOR TELEPHONE CALLS ORIGINATED BY THE SDO. In the event all Detachment military phone service is inoperative, and there is a mission alert, the SDO is to request the [REDACTED] Duty Officer to place a long distance call to the desired number over the local commercial phone system. In the latter instance only the Detachment Commander will be called and after advising the applicable numerical code the SDO will then state he is calling by other than the military dial phone and ask the Detachment Commander to contact the remaining staff personnel. Violations of this policy will be reported by the SDO or the individual noting the violation. Reports will be made to the Chief, Security who will then advise the Detachment Commander of the violation.

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- (a) In the event any of the above personnel are to be on leave, or for any reason not available to receive the 0800 call on non-workdays he will advise the Executive Officer/Director of Support and provide an alternate name for the SDO to contact.
- (b) The Executive Officer/Director of Support will provide the SDO with a chart which indicates the name(s) to be called for implementation of the notifications outlined in this paragraph.

5. The Staff Duty Officer is to maintain a chronological record/log (local time and date) of events occurring during his tour of duty. The appropriate form (Attachment #1) therefore will be a part of the Procedures/Log Book.

E. Delegation of Authority:

The Staff Duty Officer will act on behalf of the Detachment Commander and is hereby delegated the authority to take appropriate actions (including release of cable traffic) in the best interest of the Project and the Detachment when personnel, paragraph D. 2. above, cannot be contacted.

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F. Access to Cable Traffic:

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The Staff Duty Officer will be afforded access to all cable traffic except [REDACTED] SI and special code word cables. In the event immediate action must be taken on above type traffic the Detachment Commander and any personnel authorized access to particular type traffic involved will be contacted immediately. The communications technician on duty may pass partial information to the Staff Duty Officer if timing of required actions is so critical as to preclude awaiting the arrival of the Detachment Commander or other appropriately authorized personnel.

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[REDACTED]
Detachment Commander

Distribution:

Copies 1 - Detachment Commander
 2-4 - Executive Officer/Director of Support
 5-7 - D/Operations
 8-10 - D/Materiel
 11-12 - C/Security
 13-15 - Headquarters

Attachment #1: Staff Duty Officer Log

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STAFF DUTY OFFICER LOG

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